

# McKenna Moehring

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**Objective:** Currently seeking part-time employment.

**Education**      **University of Dayton**      Dayton, OH      Graduation: May 2020

Degree: Bachelor of Science in Business Administration

GPA: 3.76/4.0

**Seton High School**      Cincinnati, OH      Graduated: May 2016

GPA: 3.96/4.0

- Leadership Scholarship: 2012
- First honors: 2012-2016
- First Chapter of Spanish National Honors Society: 2013
- Spanish Award recognizing dedication to Spanish studies: 2013-2014
- National Honors Society: 2013-2016

## Experience

LA Fitness      Cincinnati, Ohio      April-August: 2016

### Spinning Instructor

- Create intense cycling workouts for a group of 15-25 people each week. Responsibilities include creating workout in tune to the beat of the music, being able to instruct a wide range of ages at once, and maintain an upbeat attitude throughout the hour long class. Additionally, I had to walk around and help new riders set up their bikes, and ensure every person was satisfied with their class experience. This job taught me customer service on a greater scale, as well as teaching people who were much older than me.

Overhill Swim Club      Cincinnati, Ohio      March-August: 2012-2016

### Lifeguard/Swim Lesson Instructor

- Lifeguard 20 hours per week. A typical day included attentively overlooking the pool during time sitting in guard chair, cleaning up the pool deck, helping members with questions about membership/rules, assisting in the concessions, and greeting people as they enter or exit the pool. This job taught me how to stay focused and attentive, even in an environment that was extremely comfortable and filled with many familiar people.
- Instruct swim lessons two hours per week (ages three-ten). The job included ensuring each child received help on basics of swimming like breathing, kicking, floating etc. The older children required more instruction on stroke technique, as well as diving into the pool. Each child received a documented progress sheet after every four weeks to help them understand their strengths and weaknesses as they advanced in the lessons. This job taught me patience on a greater scale, as well as better communication skills when having to discuss goals and areas of improvement with each child's parents.

University of Dayton RecPlex      Dayton, Ohio      November 2016- Current

### Facility Operations Attendant

- Striving to help patrons have a positive experience at the RecPlex. Using systems like Fusion to process sales and check equipment in or out. Office shift includes selling memberships, answering patron's questions, using Excel for many documenting purposes, and assisting the Pro Staff with tasks.

**Facility Operations Supervisor**      May 2017- Current

- Holds greater responsibility as the leader of all departments in the RecPlex at a given time. Manages people, situations, and issues on a regular shift. A supervisor holds much more responsibility and oversees attendants on shift.

Queen City Running      Cincinnati, Ohio      July 2017- Current

### Sales Associate

- Helps customers find the best shoe for them based on their needs, wants, activity level, and medical history. Requires relationship building with our customers and a great understanding of how to sell high quality running shoes, while ensuring the customer stays within their budget. Involves problem solving, working with people, and sales strategies.

## Activities

- Seton Volleyball Team: August 2012- October 2014
- Mission trip in greater Cincinnati area: June 2013
- Seton Swim Team: November 2013- February 2015
- Seton Cross Country Team: July- November 2015
- Spanish tutor at Holy Family Grade school: August 2015- May 2016
- Math/ Spanish tutor: August 2015- May 2016
- Chi Omega Sorority: February 2017- Current

## **Skills**

- Accelerated skills in leadership, communication, and teamwork.
- Highly knowledgeable with Excel, Word, and PowerPoint functions.
- Enjoys working with and helping other people.
- Works well in teams and enjoys helping others succeed.
- Confident in using with Fusion, to process guest fees, membership dues, swim lesson dues, sport team costs, etc.
- Experience with selling memberships, Kids Camp, and swim lessons.